

NJDOT Bureau of Research
QUARTERLY PROGRESS REPORT

Project Title:	ADA Data Inventory Collection and Analysis Program		
RFP NUMBER: 7092283	NJDOT RESEARCH PROJECT MANAGER: Stefanie Potapa		
TASK ORDER NUMBER: 8	PRINCIPAL INVESTIGATOR: Agnes Muszynska		
Project Starting Date: 7/14/2009 Project Ending Date: 5/08/2011	Period Starting Date: 10/1/2010 Period Ending Date: 12/31/2010		

Task	% of Total Project Budget	Total Budget	% of Task This Quarter	Cost This Quarter	% of Task to Date	Total Cost to Date
1. Development of Framework for internal and external communication	91%	\$81,714	17%	\$10,218	88%	\$71,752
2. Stakeholder outreach	9%	\$8,082	49%	\$3,156	52%	\$4,208
TOTAL	100%	\$89,796		\$13,374		\$75,960

Project Objectives:

The original objectives of this project were to design an inventory data collection and analysis program and to produce a final report and database application. Due to data availability and readiness, the Office of Civil Rights requested a change to the scope of work to better meet the needs of the Office. Based on this request, the *revised* objectives of this project are to:

- Develop a mission and vision statement for the ADA program
- Develop of a public informational brochure
- Develop website content and strategies for leveraging the website and SharePoint site to convey information about the ADA program
- Outreach to regional stakeholders, including the MPOs, to share best practices in a "peer review" fashion

Project Abstract:

For the New Jersey Department of Transportation (DOT), Cambridge Systematics will perform a set of communications and outreach activities under two broad tasks. Task 1 will develop the framework for internal and external communication for the Title II and Section 504 Program, including: the development of a mission and vision statement for the program; the development of website content to educate the public about the program, its required elements, NJDOT's approach and roles, helpful resource links, as well as contact information; development of content for inclusion in the internal SharePoint site; and

development of a program brochure to highlight the program to the public-at-large. Task 2 will focus on the outreach component, including the development of an informal interview guide for identified New Jersey MPO ADA leads and facilitated meetings to glean and share information on ADA practices.

1. Progress this quarter by task:

- Finalized Module 2 Training materials
- Finalized Complaint/Grievance Form

2. Proposed activities for next quarter by task

- Prepare interview guides for peer outreach
- Schedule interviews/outreach sessions as part of Task 2; anticipated in January/February 2010 timeframe
- Include Mission and Vision Statements on existing brochures (English and Spanish versions)
- Include additional resources on SharePoint site
- Develop and submit Final Report to summarize Task 1 and 2

3. List of deliverables provided in this quarter by task (product date)

- Final training slides (Planning Group, CPM Group, Engineering/Design Group, Maintenance Group, and Oversight Group) – October 17
- Complaint/ Grievance Form – October 18

Total Project Budget	\$89,796
Contract Amount:	\$89,796
Total Project Expenditure to date	\$75,960
% of Total Project Budget Expended	85%